

~~SECRET~~

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

## SECTION A

## GENERAL

1. NAME <b>CARANCI,</b>	(Last) CARANCI,	(First) John	(Middle) C.	2. DATE OF BIRTH <b>02/07/22</b>	3. SEX <b>M</b>	4. GRADE <b>GS-11</b>	5. SD [ ]
6. OFFICIAL POSITION TITLE <b>D &amp; E Tech</b>				7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/TSD</b>	8. CURRENT STATION <b>Washington, DC</b>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See instructions - Section C.) SPECIAL (Specify):				10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>31 October 1969</b>				12. REPORTING PERIOD (From- to-) <b>1 May 1969 - 30 September 1969</b>			

## SECTION B

## PERFORMANCE EVALUATION

- W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong Performance is characterized by exceptional proficiency.
- O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	RATING LETTER
See reverse	
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

APPROVED FOR RELEASE DATE:

12-Nov-2008

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Nov 10 11 15 AM '69

Mr. Caranci returned home on Emergency Medical Evacuation from [redacted] on 22 April 1969 and has been on extended sick leave until 22 Sept. 1969 when he returned to the [redacted] for light duty. Presently he is performing the needed duty of reestablishing our stock levels of standard and special hardware.

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

1.	I CERTIFY	[Redacted]
DATE	15 Oct. 69	[Redacted]
2.	MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	[Redacted]
	1 Month	[Redacted]
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
14 October 1969	C/TSD	[Redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

John Caranci has only been with this Laboratory since late September and it is unfair to comment on performance after such a short period of time. We certainly hope that he returns to good health and resumes his normal strong performance.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	[Redacted]
14 October 1969	C/TSD	[Redacted]

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